

Return form to: Karen Almquist
Standards and Assessment Division
P.O. Box 944272, Suite 5408
Sacramento, CA 94244-2720

California Department of Education
Standards and Assessment Division
Report due within 5 working days of
receiving reports and files from publisher.

Notification of Receipt of CST and CAT/6 Test Reports and Data Files Spring 2003

[Pursuant to CCR, Title 5, Section 857(d)]

Within five (5) working days of **receiving reports and files from the contractor**, the school district shall review the files and reports for completeness and accuracy, and shall notify the publisher and the Department of Education of its findings. If the district notifies the contractor of any errors, discrepancies, or incomplete information, the district shall notify the Department in writing of the resolution of the errors, discrepancies, or incomplete information.

District, County Office, or Independent Charter School Name:					Date:				
CD Code:			Charter School No.*			*Only charter schools that are testing and reporting separately from the district.			
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					District STAR Coordinator Phone:				
					FAX number:				

Standards- Based and Designated Achievement Tests

I certify that after review of reports and data files received from the contractor, the district/ county/charter school named above

☐ has received

☐ has not received*

complete and accurate reports and files for the **STAR 2003** Program.

Superintendent (or Charter Director) Name	STAR District Coordinator Name
Superintendent's (or Charter Director's) Signature ➤	STAR District Coordinator's Signature ➤

Directions for Completing the
Notification of Receipt of
Publisher Reports and Data Files
[Pursuant to CCR, Title 5, Section 857(d)]

Within five (5) working days of **receiving reports and files from the contractor**, the school district, county, or charter school shall review the files and reports for completeness and accuracy, and shall notify the contractor and the Department of its findings.

If the status changes for the California Standards Tests and the CAT/6 after submission to the Department, submit an updated form with signatures and new dates to the Department of Education.

1. Complete the identifying information for the district, county office, or charter school and date the form.
2. Check the appropriate statement "has received" or "has not received". If you indicate that the district "has not" received complete and accurate reports and files, refer to * below.
3. Print or type the superintendent's or charter director's name and the STAR coordinator's name where indicated. Have both sign and date the form.

*If the district notifies the contractor of any errors, discrepancies, or incomplete information, the district shall notify the Department in writing of the resolution of the errors, discrepancies, or incomplete information. [Pursuant to CCR, Title 5, Section 857(d)]